

# Job Description

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Job title	Maintenance Planner	Date
Reports to (title)		
Contract/Department		Revision
Location		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Through the use of the Asset Management System, define the forthcoming works programmes. This is to incorporate (but is not limited to) all planned, breakdown, new work and contracted tasks.
- Development of the proposed plan, evaluating materials and resource requirements, the relative priority of tasks and ensuring that activities do not conflict.
- Gain and record actions and approvals for the plan by liaison with the facilities management through planning meetings.
- Undertake the processing and chasing up of work packages, through close liaison with Management and Supervisors to meet the requirements of the Facility Plan, ensuring that records are closed-out.
- Print off appropriate work dockets as and when required and pass these on to the appropriate WSO (Work Supervising Officer).
- Ensure that all outstanding work is monitored and reviewed and that WSOs, Managers and end users are informed of progress on a regular basis. Any changes are to be fed into the revised plan and communicated to the facilities so they understand and accept the revisions to the plan.
- Undertake customer satisfaction questionnaires of completed works and record the feedback. Where the feedback is negative, forward to the appropriate manager for further action.
- Cover leave and absences of other facilities co-ordinators as and when the need arises and carry out any duties as required by the facilities co-ordinator Team Leader.
- This is not a safety related post, however the incumbent will carry out the activities of the post in a way such as to maintain, as far as is reasonably practicable the health, safety and welfare of company personnel and others and to safeguard the condition of the environment as required by the company safety manual.

## Resource responsibilities

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Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- The ability to establish, implement and monitor high standards of excellence in areas of operational planning.
- Practical experience in an operational environment is preferable. Knowledge of planning tools is required and the candidate must be computer literate, have project planning abilities and be a good communicator (including presentation skills).
- Be able to demonstrate related experience in a helpdesk / planning environment.
- A sound knowledge of customer skills, negotiation and management.
- Ability to be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.
- Smart, presentable appearance.
- Personable and approachable.
- Must be SC Cleared
- The individual must be willing to undergo DV clearance.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	

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Date	
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Job Holder <i>Signature</i>	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	